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HR Q&A

APRIL 26, 2022 HR XCHANGE

+ Is every HR Business Center going to have a person with a Timekeeper role and if so, what are their responsibilities?

HR coordinators will have a time keeping role. The responsibility of Timekeepers is similar to that of what Payroll Processors would do today: ensuring time has been entered and deadlines are being met. If there are issues with the time that has been recorded, Timekeepers will be able to modify those times and input time off, if necessary.

+ The Fall 2022 Agreements will be done the same way as previous years, but what about added Adjunct Agreements for Fall 2022? The due date for Fall Adjunct ePAF's is July 22. Should we proceed with current practice or wait until July 1st and submit via Workday?

For any Fall actions, we encourage you to wait until we're live in Workday to get those submitted in the system. For consistency, dates related to ePAFs were released, but come July we will no longer have ePAFs – the processes will instead be done in Workday. The released dates are later than in past years; this was to give enough time for when we do transition to Workday. Please wait until we're in Workday to process any Fall actions, as it will be a new process as it relates to Adjunct Agreements.

+ Currently I handle time approval tasks for my department, will I still have access to adjust time as needed?

If you're a supervisor in the system, you will have access to all of your employees to help with time keeping but in addition, anyone who needs to have that Timekeeper role will also be able to adjust the time.

+ For the Faculty Agreements, will they include the specific details about how their time is split between instruction, research, public service activities?

Faculty Agreements in Workday will list out special conditions similar to what is in Faculty Agreements today. Faculty Assignments with percentage requirements for teaching/research/service will not be in Workday.

+ For employees that have left UCF during this year, specifically those who have left prior to Go-Live, how will they be able to access their W-2 next January?

Everyone that has worked at the university from January 1st, 2020 onwards, will be created in Workday and they'll be able to access Workday as needed for 16 months after their termination to access their W-2s. So if someone worked in the beginning of January , February or March, their payroll history from 2022 will be brought in as we create the Workday production environment so that they will have the availability to log in to Workday come January of next year and access their W-2 the same way as everyone else. They will want to ensure that their contact information is up to date so that they're notified when it's ready.

+ Will Assignment of Duty forms be done via Workday, or will we be using the current form AA-46?

Assignment of Duty forms are referenced using faculty activity systems so users can see what the chair has told the faculty they expect them to do during each term. Usually that's where the percentages are on the agreement, so if they expect to have 50 percent towards instruction, 50 percent of their time should be towards instruction activities, so usually that's done in that separate AA-46. Currently, this will feature not be available in Workday.

+ What about funding distribution changes that happen in the middle of the Summer semester? Can we do those once the semester starts in May, or wait until Workday begins if the change happens in July?

If the action occurs after the July 1 Go-Live date, then you will want to hold it until Workday because we will not be converting any data past June 24. We would highly recommend, unless you want to enter it twice, you may just want to wait and do it once in Workday.

+ What credentials will termed employees use to log into Workday and will they receive instructions on how to do so? Will it still be their NID and password?

Yes, all of that is correct. The login credentials are the NID and NID password. The credentials should carry over from PeopleSoft and employees should be able to log in the same way. We will most likely provide information about logging in on our website, as well as information about resetting a password and multifactor authentication. Even when the training tenant becomes available, you will use your NID and NID password to log in.

+ When hiring someone new, will HR handle everything once we put a ticket into hire, except interviewing and choosing the candidate?

Yes. Some of the support will vary based on the type of employee hired. The departments can work with the Business Centers to get a position established, depending on if it's a resignation or a new position, do the requisition and get the position posted. There will be some changes around the recruiting piece, such that the Talent Acquisition team will help narrow down pools. The Business Center associated with the area would work with the hiring manager to decide who is going to be hired and then initiate that hire within the Workday system. In summary, it will be HR handling everything, but it's HR in the context of the Business Center, depending on what area you work with.

+ In Workday, now it shows my hire date as 2/5/21 however, my original hire date was August 1998. Will this be updated?

In Workday, the hire date is for continuous service. The original hire date would be based on their original date of hire. There is also a service dates tab in Workday that will show additional service dates at some point if, for instance, you have a time off service date of 8/4/1998, which means your time off is calculated as based on your original hire date versus your new hire date.

+ Currently, if we wanted to see how long an employee has been in a given classification, for instance A&P; An individual can start off as USPS and then switch over to an A&P or vice versa. In Workday, is there a way to see employee types and given dates, or do we have to go back through all the history to determine this?

When we convert to Workday, there won't be any history prior to June 24, 2022. Your original hire date will be maintained and remain unchanged, but when it comes to the history that's in PeopleSoft, it will remain there to be accessible as we work towards the data pool that will house all the historical data. Moving forward, you'll be able to get a better view of that through specific audit reports we have in Workday. There you should be able to get a clear picture of it in the employee history reports that we have, but that's only for history that starts after June 24, 2022.